

United States District Court  
For the Northern District of California

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IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF CALIFORNIA

DEBORAH MAYNE,

No. C 05-1868 MEJ

Plaintiff(s),

**ORDER VACATING AUGUST 24, 2006  
CASE MANAGEMENT CONFERENCE**

vs.  
COUNTY OF MARIN, CALIFORNIA, et al.,

**CASE MANAGEMENT ORDER**

Defendant(s).  
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Upon review of the parties' Joint Case Management Statement, filed August 17 2006 (Doc. #20), the Court hereby VACATES the August 24, 2006 Case Management Conference scheduled in this matter and ORDERS as follows:

A. Dispositive Motions:

1. Pursuant to Civil Local Rule 7-2, all dispositive motions shall be filed, served and noticed by December 21, 2007 (155 days prior to trial). The parties shall file a joint statement of undisputed facts pursuant to Civil Local Rule 56-2(b) when filing a motion for summary judgment or summary adjudication.
2. The Court shall hear dispositive motions on **January 25, 2007** at 10:00 a.m. in Courtroom B, 15th Floor of the Federal Building, located at 450 Golden Gate Avenue, San Francisco, California.

- 1       B. Exchange and filing of Trial Papers:
- 2       1. By March 22, 2007 (60 days before trial) lead counsel who will try the case shall meet and  
3           confer with respect to the preparation and content of the joint pretrial conference statement  
4           and shall exchange (but not file or lodge) the papers described in paragraph 2 below.
- 5       2. By April 5, 2007 ( 45 days before trial) counsel shall file the papers described in Federal  
6           Rule of Civil Procedure 26(a)(3) and a joint pretrial conference statement including the  
7           following:
- 8           (A) Substance of the Action: A brief description of the substance of claims and defenses  
9           which remain to be decided.
- 10          (B) Relief Prayed: A detailed statement of all the relief claimed, particularly itemizing all  
11           elements of damages claimed as well as witnesses, documents or other evidentiary material  
12           to be presented concerning the amount of damages.
- 13          (C) Undisputed Facts: A plain and concise statement of all relevant facts not reasonably  
14           disputable, as well as which facts parties will stipulate for incorporation into the trial record  
15           without the necessity of supporting testimony or exhibits.
- 16          (D) Disputed Factual Issues: A plain and concise statement of all disputed factual issues  
17           which remain to be decided.
- 18          (E) Agreed Statement: A statement assessing whether all or part of the action may be  
19           presented upon an agreed statement of facts.
- 20          (F) Stipulations: A statement of stipulations requested or proposed for pretrial or trial  
21           purposes.
- 22          (G) Witness list: A list of all witnesses to be called for trial. The parties shall submit a page-  
23           length detailed summary of the substance of the proposed testimony of each witness, which  
24           shall also specify to which disputed fact the testimony relates and an estimate of the time  
25           required for direct and cross examination of each prospective witness.
- 26          (H) Exhibit list: A list of all exhibits to be offered at trial. The exhibit list shall list each  
27           proposed exhibit by its number or alphabetical letter, description and sponsoring witness. All

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1 documents shall be authenticated prior to trial.

2 (I) Estimated Time of Trial: An estimate of the number of hours needed for the presentation  
3 of each party's case.

4 (J) Settlement: A statement summarizing the status of the parties' settlement negotiations.

5 **No party shall be permitted to offer any witness or exhibit in its case in chief that is not**  
6 **disclosed in its witness or exhibit list without leave of the Court for good cause**  
7 **shown.**

8 3. Motions *in limine*: Counsel are directed to meet and confer to resolve any evidentiary  
9 disputes prior to filing motions in limine. Any motions *in limine* shall be filed April 5, 2007  
10 (45 days prior to trial). Any Opposition to motions *in limine* shall be filed April 12, 2007 (38  
11 days prior to trial). These matters will be deemed submitted on the papers without oral  
12 argument, unless the Court orders otherwise.

13 4. Trial Briefs: Counsel shall file trial briefs setting forth the applicable legal standard,  
14 pursuant to Ninth Circuit authority, all significant disputed issues of law, including  
15 foreseeable procedural and evidentiary issues by April 20, 2007 (30 days prior to trial).

16 5. Joint Proposed Voir Dire (Jury Trial Only): Counsel should submit a **joint** set of requested  
17 voir dire to be posed by the Court by April 20, 2007 (30 days prior to trial). Any voir dire  
18 questions on which counsel cannot agree shall be submitted separately by April 20, 2007 (30  
19 days prior to trial). Counsel will be allowed brief follow-up voir dire after the Court's  
20 questioning.

21 6. Joint Proposed Jury Instructions (Jury Trial Only): Jury instructions § 1.01 through § 2.02  
22 and § 3.01 through § 3.15 from the Manual of Model Civil Jury Instructions for the Ninth  
23 Circuit will be given absent objection. Counsel shall submit a **joint** set of additional  
24 proposed jury instructions by April 20, 2007 (30 days prior to trial). . The instructions shall  
25 be ordered in a logical sequence, together with a table of contents. Any instruction on which  
26 counsel cannot agree shall be marked as "disputed," and shall be included within the jointly  
27 submitted instructions and accompanying table of contents, in the place where the party

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1 proposing the instruction believes it should be given. Argument and authority for and  
2 against each disputed instruction shall be included as part of the joint submission, on  
3 separate sheets directly following the disputed instruction. The Court prefers that all jury  
4 instructions conform to the Manual of Model Civil Jury Instructions for the Ninth Circuit.  
5 If possible, counsel shall deliver to the Courtroom Deputy a copy of their joint proposed jury  
6 instructions on a computer disk in WordPerfect format. The disk label shall include the  
7 name of the parties, the case number and be entitled "Proposed Jury Instructions."  
8 At the close of Defendant's case in chief, the Court shall hear oral argument on the disputed  
9 jury instructions and will then render its rulings.

10 7. Proposed Verdict Forms, Joint or Separate (Jury Trial Only): Counsel shall submit any **joint**  
11 proposed verdict forms and shall submit their separate verdict forms by April 20, 2007 (30  
12 days prior to trial).

13 Whenever possible, counsel shall deliver to the Courtroom Deputy a copy of their joint  
14 proposed verdict forms on a computer disk in WordPerfect. The disk label shall include the  
15 name of the parties, the case number and be entitled "Proposed Verdict Forms."

16 8. Proposed Findings of Fact and Conclusions of Law (Court Trial Only): Counsel shall submit  
17 **joint** proposed findings of facts by April 20, 2007 (30 days prior to trial). Counsel shall  
18 submit separately a copy of their disputed findings of fact and conclusions of law by aPRIL  
19 20, 2007 (30 days prior to trial).

20 Whenever possible, counsel shall deliver to the Courtroom Deputy a copy of their joint  
21 proposed findings of fact on a computer disk in WordPerfect. The disk label shall include  
22 the name of the parties, the case number and be entitled "Joint Proposed Findings of Facts."

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24 C. Pretrial Conference:

25 1. On **April 19, 2007** (30 days prior to trial) the Court shall hold a pretrial conference at 10:00  
26 a.m. in Courtroom B, 15th Floor of the Federal Building, located at 450 Golden Gate  
27 Avenue, San Francisco, California. Lead counsel who will try the case must attend the

pretrial conference. The purpose of the pretrial conference is for the Court to rule on any issues raised in the final pretrial conference statement, motions *in limine*, and to discuss the trial of the case.

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**5 | D. Final Pretrial Conference:**

6 1. On May 17, 2007 (4 days prior to trial) at 10:00 a.m., the Court shall hold a final pretrial  
7 conference to address any outstanding trial issues.

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9 || E. Trial Date:

10 1. The trial shall commence [with jury selection taking place] on **May 21, 2007** (Trial schedule:  
11 Monday through Thursday, at 1:30 p.m. to 5:00 p.m.). The trial shall last four days.

12 2. For any documents, including the deposition of a witness testifying at trial, which will be  
13 shown presented to a witness **but will not be admitted into evidence**, counsel shall bring  
14 the original plus three clean copies of the documents. The original document will be handed  
15 to the Court during testimony, and the clean copies of the document will be given to the  
16 witness during the examination and to opposing counsel.

17 3. Counsel shall maintain their own exhibits during trial. Exhibits are to be premarked with  
18 exhibit tags stapled to the upper lefthand corner. If a photo or chart is being used as an  
19 exhibit, the exhibit tag should be placed on the back side of the exhibit. **The Court will only**  
20 **admit premarked exhibits which were listed on the earlier filed exhibit list.**

Plaintiff shall mark the exhibits numerically; Defendant shall mark the exhibits alphabetically. The exhibit markers shall each contain the name and number of the case, the number or alphabetical letter of the exhibit, and blank spaces to accommodate the date admitted and the Deputy Clerk's initials.

25 4. On the day of trial, counsel shall bring the original premarked exhibits, a copy of the  
26 premarked exhibits for opposing counsel and two binders which contain a copy of each  
27 side's premarked exhibits for the Court. **The premarked exhibit binders are to be**

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1           **designated with label dividers.** The premarked exhibit binders will be given to the  
2           Courtroom Deputy on the morning of the trial.  
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4           F. **Jury Selection:**

5       1. The Jury Commissioner will summon 20 to 25 prospective jurors. The Courtroom Deputy  
6           will select their names at random and seat them in the courtroom in the order in which their  
7           names are called.

8           Voir dire will be asked of sufficient venire persons that eight (or more for a lengthy  
9           trial) will remain after all peremptory challenges and an anticipated number of hardship  
10          dismissals and cause challenges have been made.

11          The Court will then take cause challenges, and discuss hardship claims from the  
12          individual jurors, at side bar. The Court will inform the attorneys which hardship claims and  
13          cause challenges will be granted, but will not announce those dismissals until the process is  
14          completed. Each attorney may then list in writing up to three peremptory challenges. The  
15          attorneys will review each other's lists and then submit them to the clerk.

16          Then, from the list of jurors in numerical order, the Court will strike the persons with  
17          meritorious hardships, those excused for cause, and those challenged peremptorily. The  
18          Court will then call the first eight people in numerical sequence remaining. These people  
19          will be the jury. All jurors remaining at the close of the case will deliberate. There are no  
20          alternates.

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22          G. **Sanctions:**

23          Failure to comply with this Order is cause for sanctions under Federal Rule of Civil  
24          Procedure 16(f).

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26          H. **Transcripts:**

27          Counsel who wants to receive a daily transcript shall contact Robert Stuart,  
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1 Supervisor Court Reporting Services, at (415) 522-2079, at least ten days in advance of the  
2 trial date.

3 If any video or tape recording equipment or demonstrative devices will be used, a  
4 signed order will need to be obtained at least ten days in advance of the trial date for the  
5 items to clear security.

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7 I. Questions:

8 All questions regarding these instructions should be directed to Brenda Tolbert,  
9 Courtroom Deputy Clerk to Judge James, at (415) 522-4708.

10 **IT IS SO ORDERED.**

11 Dated: August 17, 2006

12   
13 MARIA-ELENA JAMES  
14 United States Magistrate Judge